Purpose

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Use this procedure to create an expense report to claim reimbursable official travel expenses.

Trigger

Employee has incurred official business travel expenses and needs to claim reimbursement.

Prerequisites

- ○ Employee must exist in SAP HR system.
- ○ Employee must be able to access ESS.

Menu Path

There is no menu path for actions through the portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1. Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal

2. Click the **Employee Self-Service** tab Employee Self-Service.

My Overview - SAP NetWeaver Portal

3. Click the **My Travel and Expenses** tab My Travel and Expenses.

PageBuilder

4. Click the **Create Expense Report** label Create Expense Report.

Expense Report

5. When creating an expense report which has a previously approved **Travel Request**, select the appropriate line corresponding to the **Travel Request** by clicking the **Gray Box next** to the row.

   This table displays all the **past dated** Travel Requests made by the employee for which no expense report was created. When creating an expense report, ensure that you select the corresponding Travel Request applicable to this expense report.

6. If a Travel Request was not submitted or otherwise is not applicable for the Expense Report to be submitted, click the **Reset Selection** button Reset Selection.

7. To begin the Expense Report, click the **Schema** drop-down ▼.

8. Select **Domestic Official** for trips within the US, Canada and Puerto Rico. Select **International Official** for other countries. For this example, select **Domestic Official**.

9. Click the **Start** button Start.

10. Click the **Calendar of Trips** button ▸ Calendar of Trips.

11. Hold the **Shift** key on your keyboard and select the Start Date of the trip. For this example, select Day 17.

12. Hold the **Shift** key on your keyboard and select the end date of the trip. For this example, select Day 18.

13. Enter the start time in the **Time** text box. For this example, type "8:00 AM".

14. Enter the end time in the **Time** text box. For this example, enter "11:00 PM".

15. As required, complete/review the following fields:

- Country / Region:

16. Select **US - South Carolina** for trips within the state of SC or **US-Outside South Carolina** for trips in the USA but outside the state of South Carolina, including trips to Canada and Puerto Rico. For International trips, you must have selected International trip Schema before selecting a Foreign country in this box.

17. As required, complete/review the following fields:

    - Destination:
    - Activity:

18. Select the appropriate Activity from the dropdown list. For this example, select **Conference/Meeting**.

19. As required, complete/review the following fields:

    - Reason:
    - Comment for approval

20. If this trip includes more than one destination, click the **Enter Additional Destinations** button Enter Additional Destinations.

21. Click on the **Calendar** search button 📅 to select the Additional Destination date.

22. Select the date from the Calendar. For this example, select Day 18.

23. As required, complete/review the following fields:

    - Additional Destination
    - Additional Destination

24. Click the **Accept** button Accept.

    Enter reasons as appropriate

25. Click **Accept** button Accept after all additional destinations have been entered.

26. Click the **Change Cost Assignment** button Change Cost Assignment only if you need to change the cost assignment of the trip.

27. Clicking the **Per Diem Reimbursement for Meals** box Per Diem Reimbursement for Meals will enable the travel module to automatically calculate meals reimbursement based upon State Employee reimbursement rules. Insurance Examiners and others with special meal reimbursement rules should not use this function.

    Meals will be computed automatically by the system based on the start and end dates and times entered on this screen. Country/Region selected will determine the rates for in-state/out-of-state travel. You can use the **Deductions** button if specific meals have been provided and you are not to be reimbursed for these.

28. If you are not entitled to obtain reimbursement for certain meals, click the **Enter Deductions for Meals** button and Enter Deductions for Meals check the appropriate items to exclude certain meals from reimbursement.

29. Click the appropriate check box ☐ to exclude the meal from the computed meals for each day. For this example, click the **Wednesday Lunch** check box.

30. Click the **Thursday Lunch** check box ☐ to deduct lunch for that day.

31. Click the **Accept** button Accept after all excluded meals have been checked.

Expense Report

32. Click the **Enter Mileage Details** button Enter Mileage Details to enter the details of mileage reimbursements.

The Comptroller General requires that mileage be entered detailing mileage to the city/town for each destination, vicinity miles, and return miles be entered by date traveled.

33. As required, complete/review the following fields:

- Miles Driven

Expense Report

34. As required, complete/review the following fields:

- Start Location
- End Location

35. Click the **Accept and New Entry** button Accept and New Entry to create new line in the table.

If a personal vehicle was used for the travel when a state vehicle was available, the **State Vehicle Available** should be checked. If no state vehicle was available, the **Personal Vehicle** should be checked.

36. Click on the **Calendar** search box 📅.

37. Select the correct date. For this example, click Day 18.

38. As required, complete/review the following fields:

-
-
-

39. Click the **Vehicle Class** drop-down ▾.

40. Select the **Vehicle Class** from the list. This determines the rate for reimbursement. For this example, select **Personal Vehicle**.

If a personal vehicle was used for the travel when a state vehicle was available the "State Vehicle Available" should be checked. If no state vehicle was available the "Personal Vehicle" should be checked.

41. Click the **Accept** button Accept.

42. Click the **Accept** button Accept when all trips have been entered.

43. Click the **Save Draft** button Save Draft to save your work .

44. To request reimbursement for other types of expenses, click the **Enter Receipts** button Enter Receipts ▶.

Expense Report

45. Continue to enter other expense items by clicking the **New Entry** button New Entry.

Expense Report

46. Click the **Expense Type** drop-down menu ▼.

47. Select the appropriate **Expense Type** from the dropdown list. For this example, select **Lodging**.

The Comptroller General requires that each expense be broken down and listed by each day it was incurred.

48. As required, complete/review the following fields:

    - 001

49. Click in the **Description** text box ☐ and enter a description for the expenditure.

50. Click in the **Location** text box ☐ and enter the appropriate location.

51. Click the **Accept** button Accept. You can also click the **Accept and New Entry** button to add more expenses.

Other fields should be completed as appropriate for each expenditure

52. Click the **New Entry** button New Entry.

53. Click the **Expense Type** drop-down menu ▼.

54. Select appropriate expense type. For this example, select **Misc Parking**.

55. As required, complete/review the following fields:

    - 002

56. Enter a description in the **Description** text box ☐. For this example, enter "ParkingCharges".

57. Enter a location in the **Location** text box .
For this example, enter "Charleston".

58. Click the **Accept and New Entry** button Accept and New Entry.

59. Click the **Save Draft** button Save Draft to save your work.

60. Click the **Review** button Review ▶.

If this message appears on any screen, it indicates that sufficient budget is not available in the cost objects to pay for travel. Please contact the appropriate person within your agency to resolve this issue.

61. Select the **Save** radio button if the expense report is not ready for submission. If supporting documentation is required to be imaged for this expense report, print the report using **Display Form** button before selecting **Save**. Attach the documents to the printed report and send it for imaging to the appropriate person designated by your agency. When imaging is completed, you will receive a notification that the documents have been imaged for the particular expense report number. Only then should you select the **Save and Send for Approval** button.

62. Select the **Save and Send for Approval** button Save and Send for Approval only after the documents are imaged or if no supporting documents are required for this expense report.

63. Click the **Display Expense Form** button Display Expense Form to print the expense report summary and to sent it for imaging along with supporting documents .

Display Form - SAP NetWeaver Portal - Windows Internet Explorer

64. Use the PDF functions like Save, Print etc. before **Close** button ☒.

Print the Statement if necessary.

Expense Report

65. Click the **Save and Send for Approval** button Save and Send for Approval only when the expense report is ready for submission for approval and all supporting documents have been imaged. When imaging is completed, you will receive a notification that the documents have been imaged for the particular expense report number. Only then should the expense report be "save and send for approval'.

Result

You have successfully created an Expense Report.